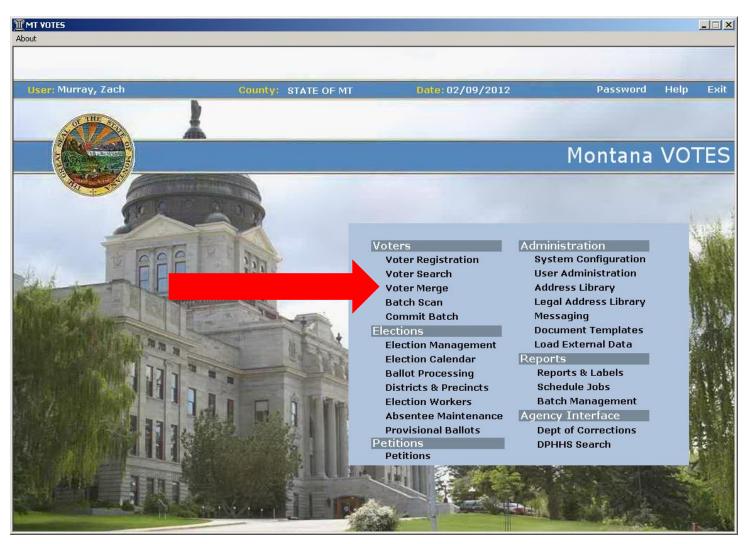
MT Votes – Advanced Voter Management

VOTER MERGE

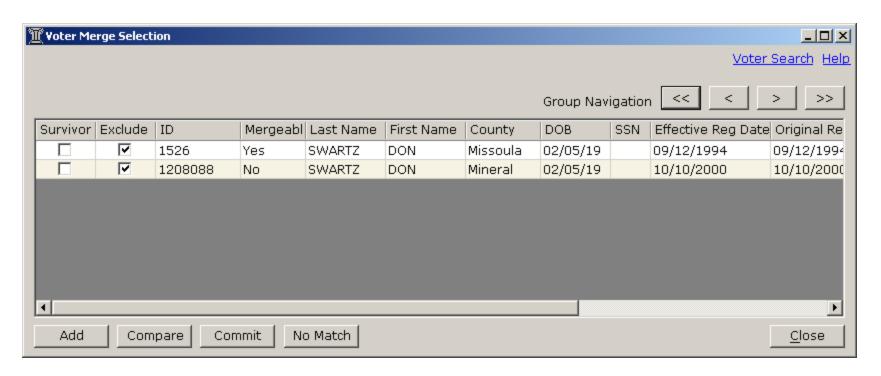
Click on Merge



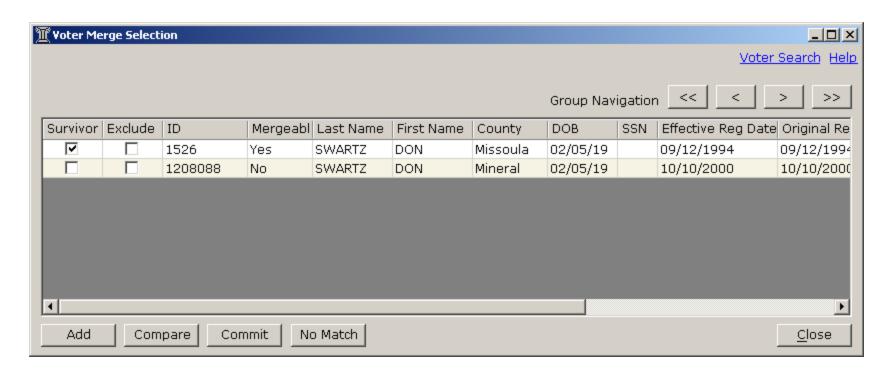
Counties can click on the first item: Potential duplicates identified by the system will appear in screen – this may take awhile for a large county



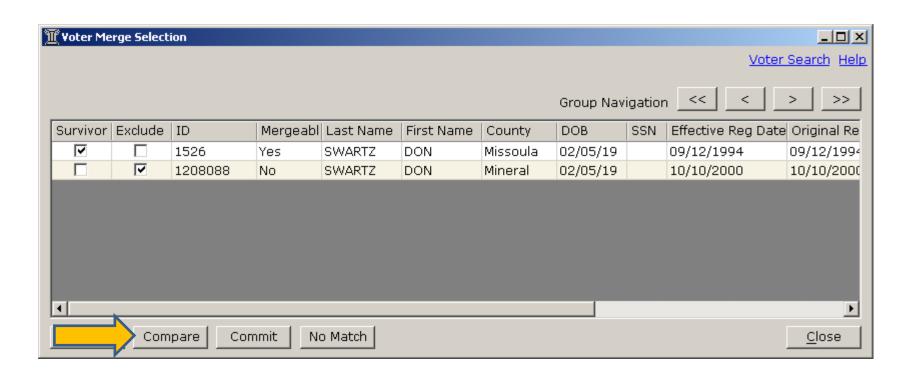
Two or more potentially duplicate voter records will display.



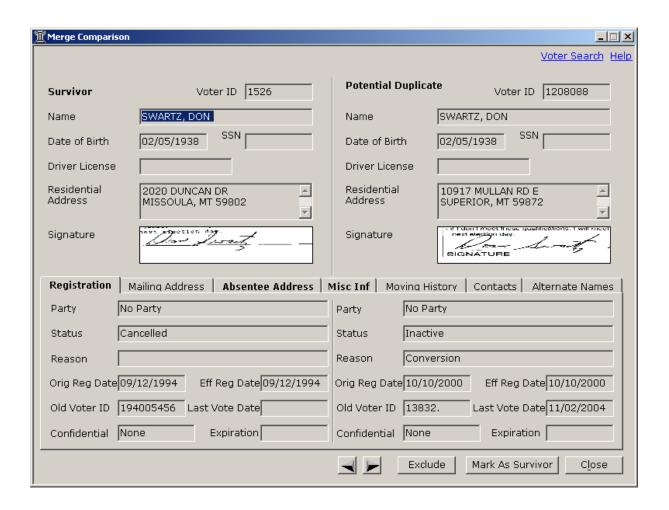
You must mark one of the voters as the survivor by checking the survivor checkbox next to the chosen voter's name.



If you are not certain of which voter is the duplicate, or if they are duplicates at all, you can click the compare button to research further.

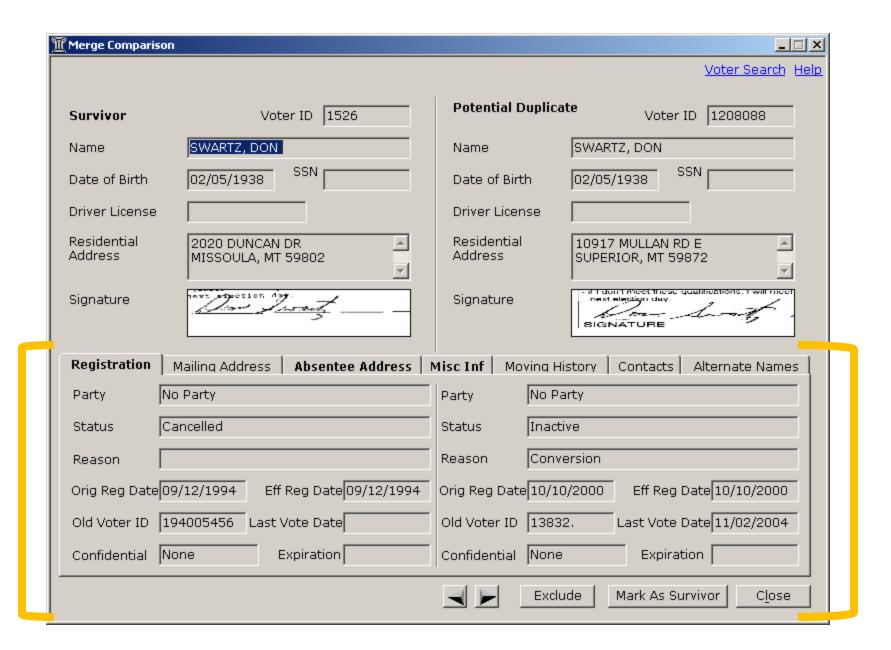


 The merge comparison screen will display, allowing you to compare voter information.

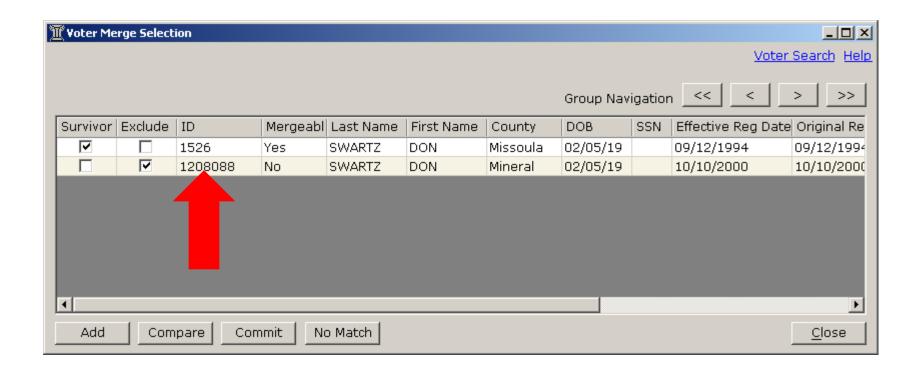


Steps to determine which county should retain this voter record

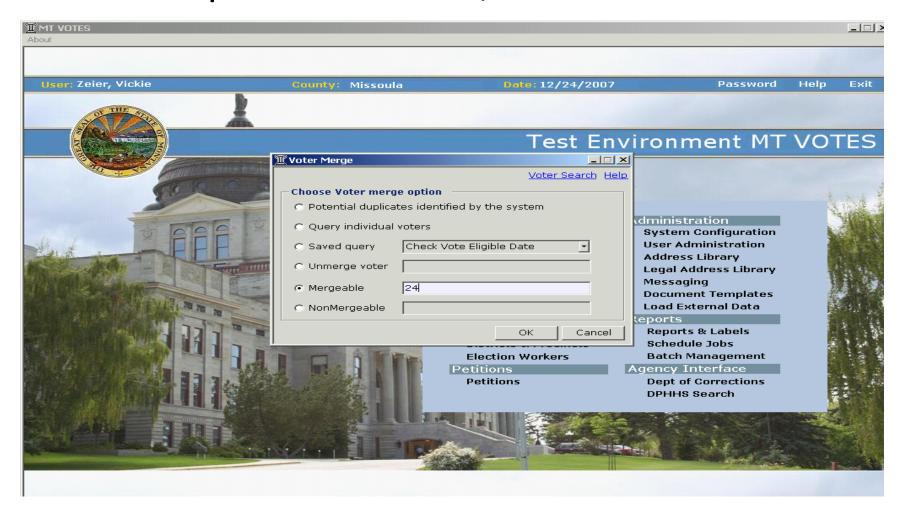
- 1. First review names
- 2. Review birth dates
- 3. Next review registration date
- 4. Last Vote Date
- 5. If still unsure may need to review the registration screen and images



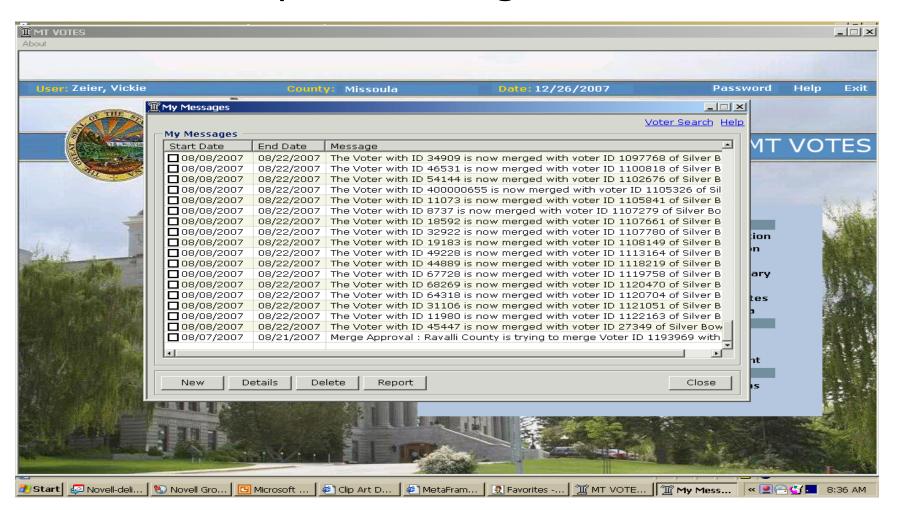
In this example the Missoula County Voter will be made mergeable with the Mineral County Voter.



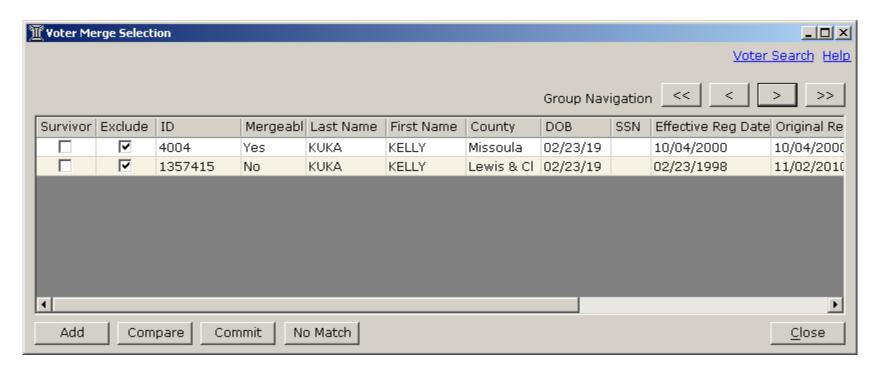
To make a voter record mergeable, return to the main voter merge screen, select Mergeable, and input the voter ID, then click ok.



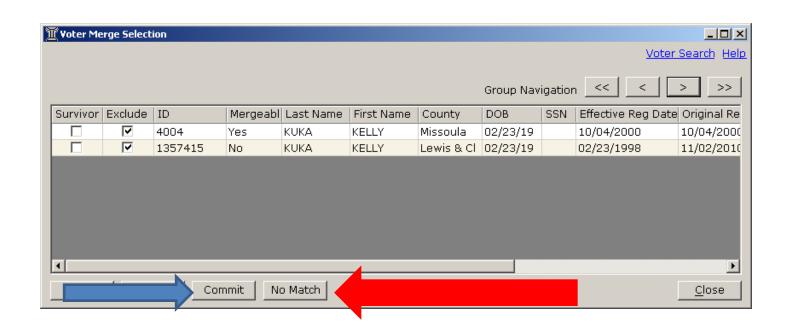
The voter's other county will receive a message letting them know you made your duplicate mergeable.



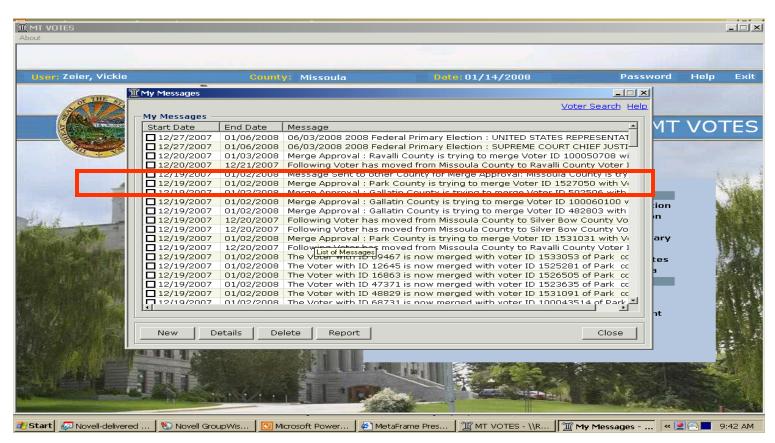
Back in the potential duplicates screen the Group navigation arrows on the top left will allow you to view additional potential duplicates.



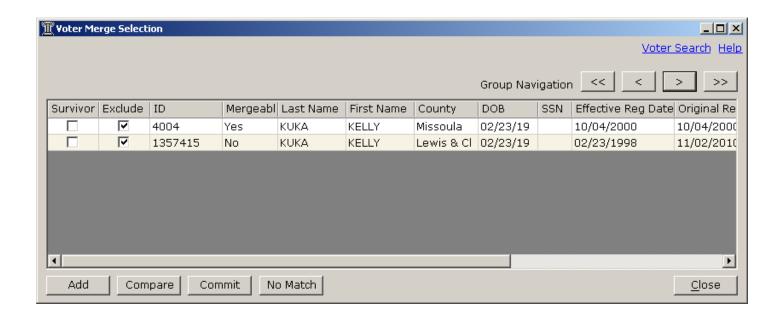
If the voter was to be merged to your County – after you compare, you would select Commit. If they are not duplicates, clicking No Match will permanently remove them from the list



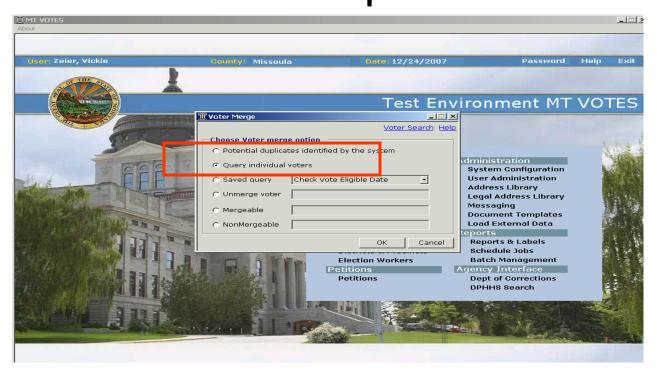
If the other county's voter is not mergeable they will be sent a request to make them mergeable when you attempt to commit the merge.



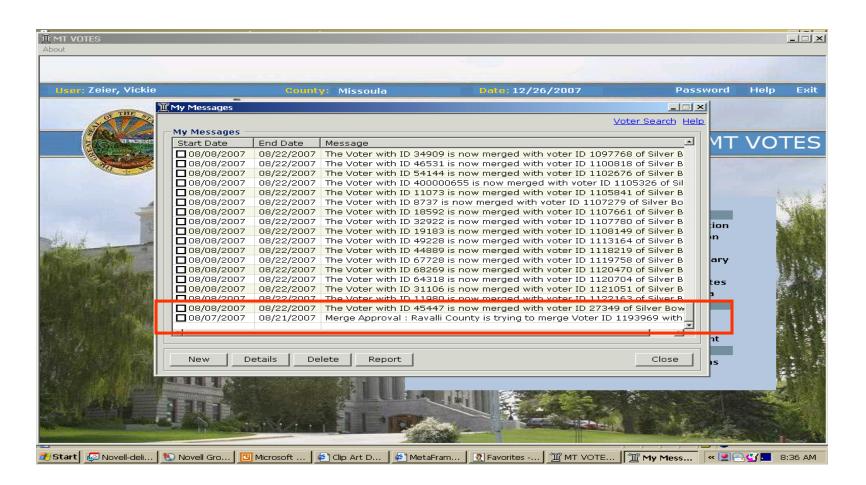
The previous steps should be repeated for all potential duplicates the system identifies.



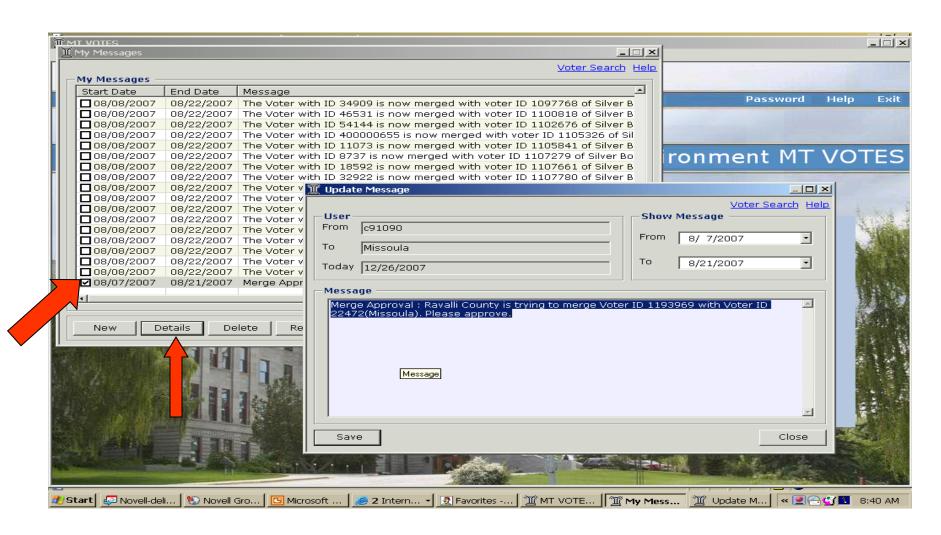
If you already know of duplicate voters you can manually select them to merge by using the query individual voters option.



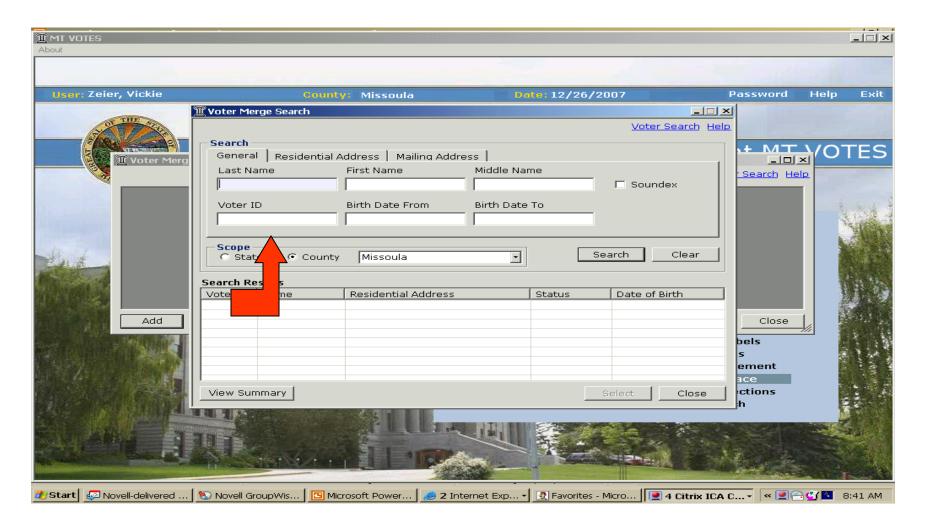
Be sure to check your messages, as they will notify you of counties waiting for your return answer.



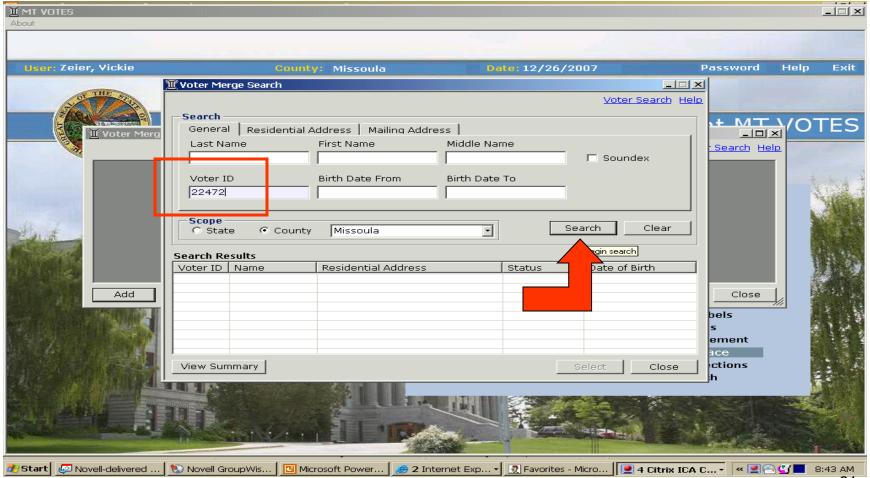
By clicking on Detail you can get both voter ID's to enter



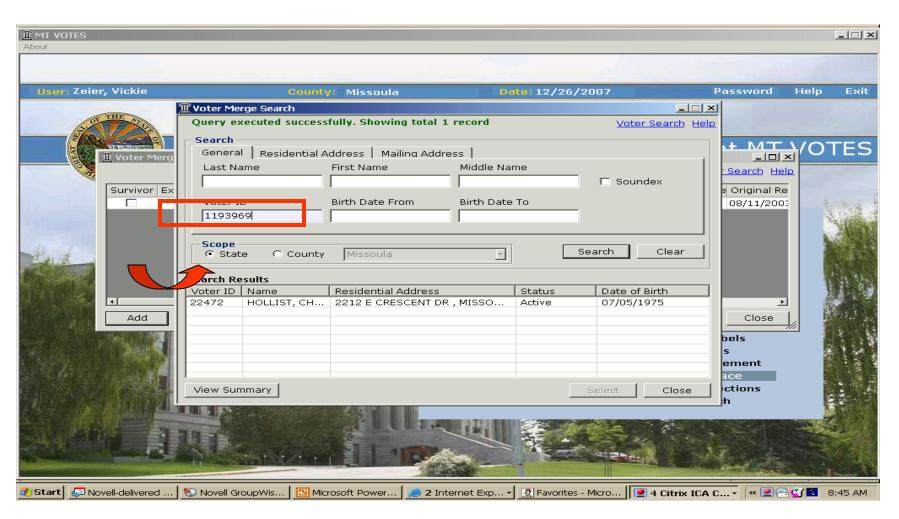
When searching for and selecting the voters you must either have their Voter ID or at the very least their names.



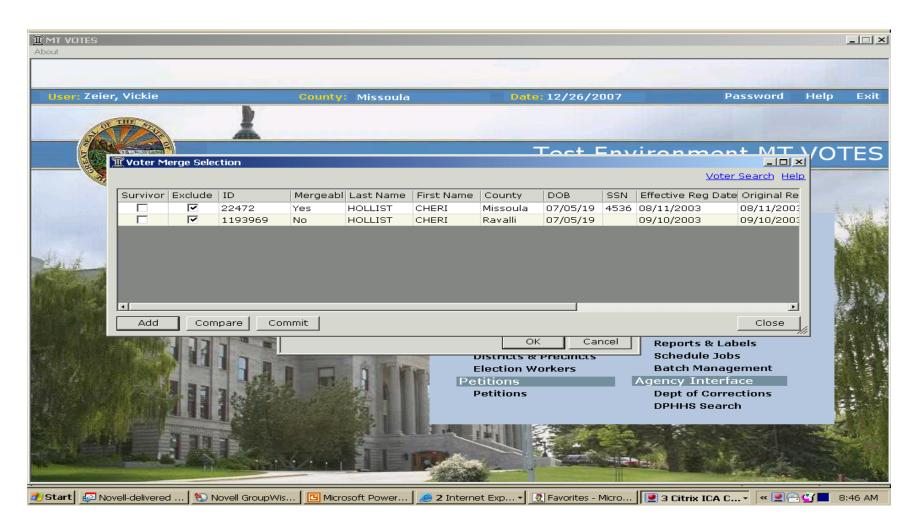
You will need to select the first voter ID you find, and then run another search to select the next.



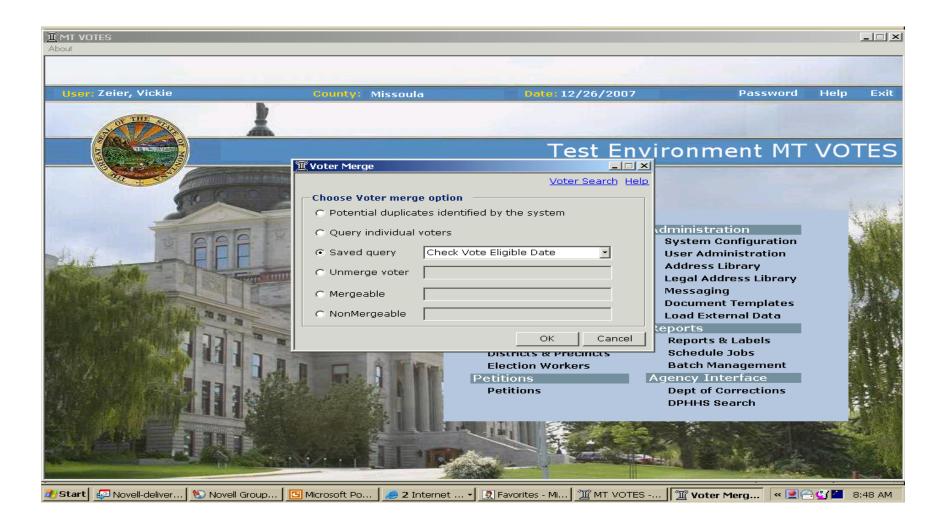
You need to click on State to add other county voter ID



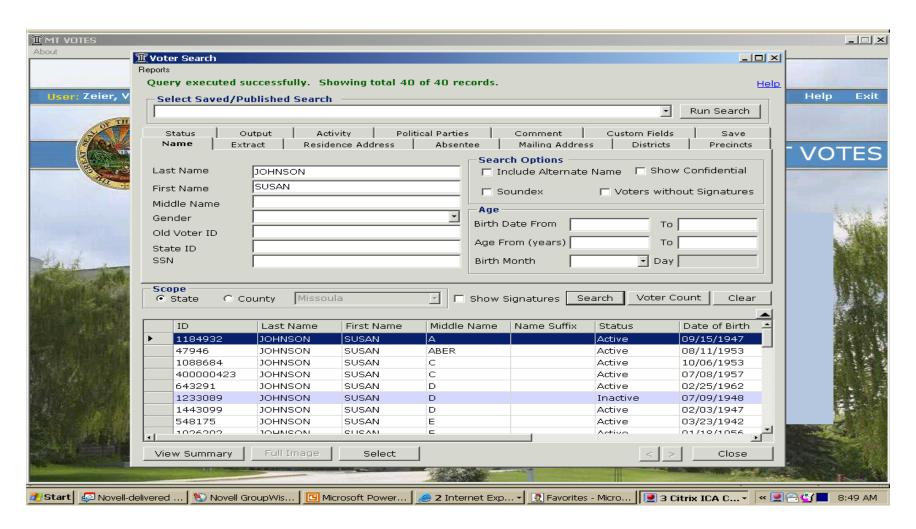
Now you will unselect Exclude & mark your voter as Survivor – click Compare



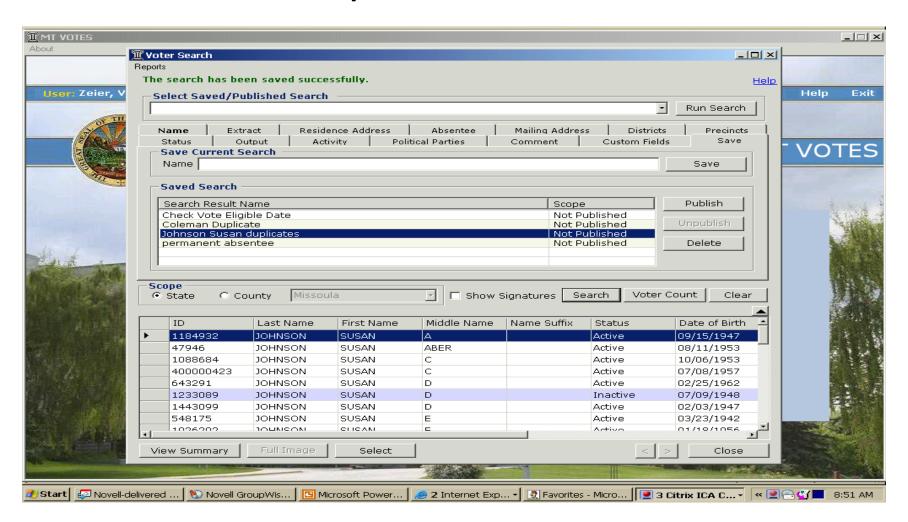
Saved Query



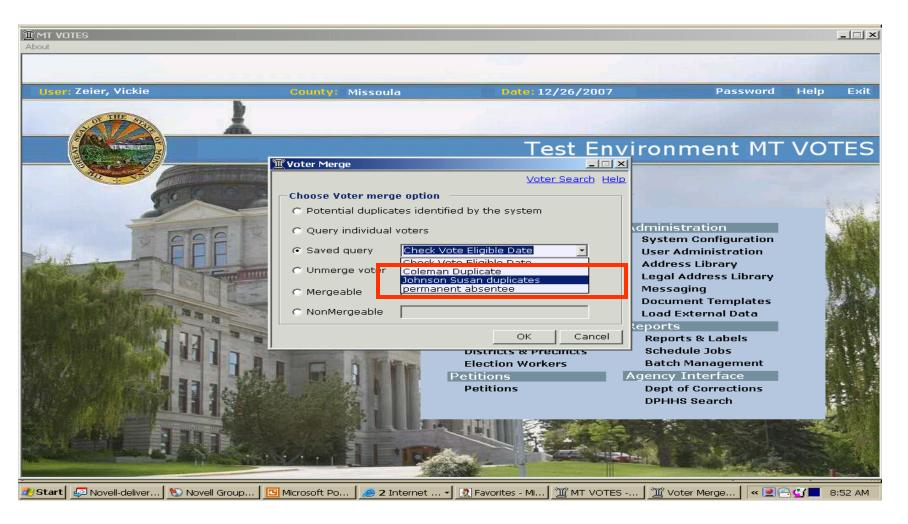
In Voter Search – you can do a search and save it to pull it up in Merge



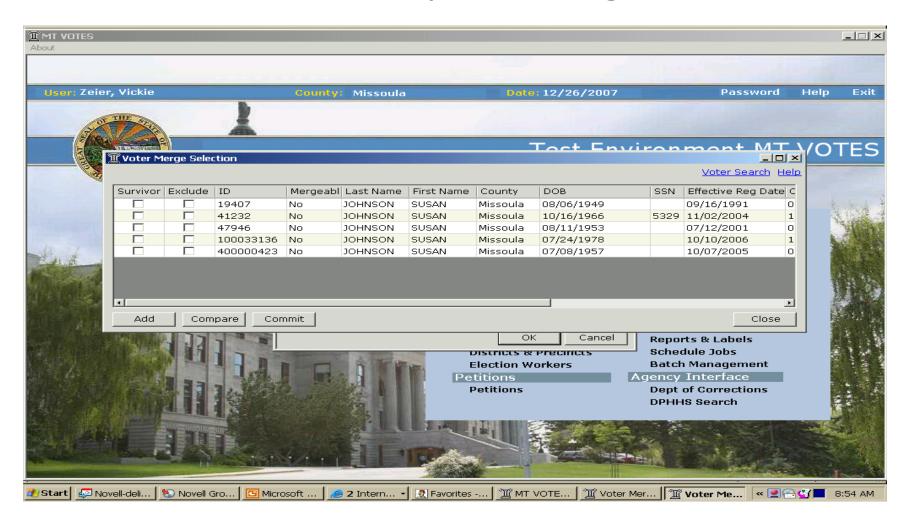
In this search below it compares a common duplicate name.



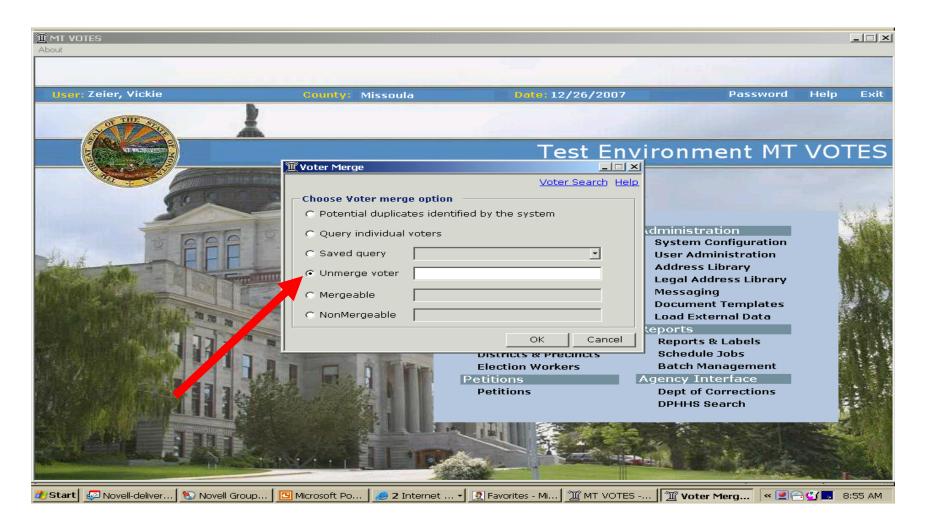
The new voter search will show in the list of saved query's in voter merge.



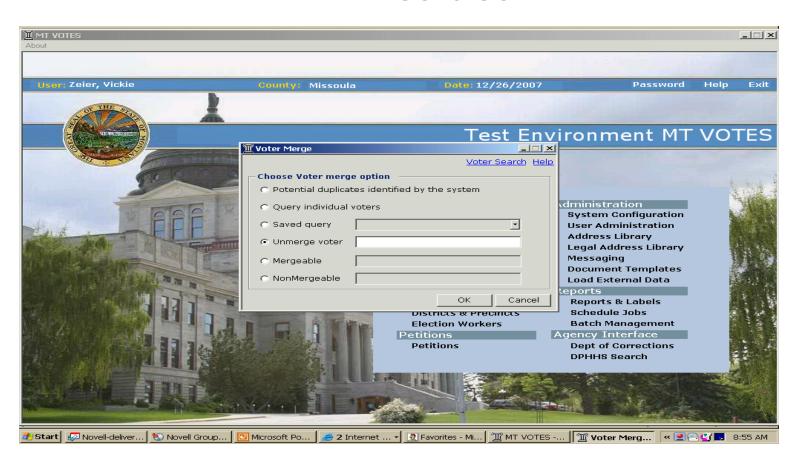
Now you can compare and prepare to commit your merge



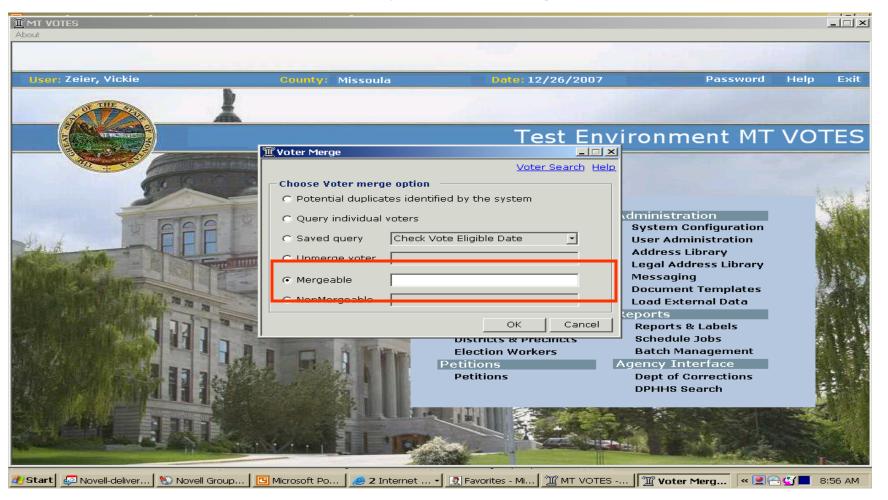
Unmerge voter – if merged in error



Enter voter ID – this has to be done by the county in which the surviving voter ID resides.



Mergeable – means county is approving the merge and you must enter the voter ID in this area so parent county can merge.



Non-mergeable – means you do not want this voter to be merged

